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HOW TO
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UNITED STATES DEPARTMENT OF COMMERCE

C. William Verity
Secretary

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Deputy Secretary

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Office of Small and Disadvantaged
Business Utilization



April 1988

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Foreword

The U.S. Department of Commerce relies on private businesses to supply the goods and services needed to keep the Department running smoothly. We have a special commitment to buying from small, minority, and women-owned businesses.

Our purchasing is done from headquarters in Washington, DC; by procurement offices in outlying bureaus; and through regional centers nationwide. If you are selling, there is a good chance we could be buying, whether you offer microchips or mailing services.

Before you can effectively sell to the Department, you must know which bureaus are potential customers for your goods and services, how to make your products known, how to bid on contracts, and whom to contact for specific procurement assistance.

This booklet will introduce you to the procurement process and direct you to sources of detailed information and guidance. We encourage you to become a Department of Commerce contractor.

A handwritten signature in black ink, reading "C. William Verity". The signature is written in a cursive, flowing style.

C. William Verity
Secretary of Commerce

Some Terms Used in This Book

Three terms used often in this book have official definitions for procurement purposes. They are:

Small business—one that, including its affiliates, is independently owned and operated, and not dominant in the field in which it is bidding on Government contracts.

Women-owned business—one that is at least 51 percent owned, controlled, and operated by a woman or women.

Minority-owned business—one that is at least 51 percent owned, controlled, and operated by a member of an economically or socially disadvantaged minority group, including Blacks, Hispanics, Native Americans, Asian-Pacific Americans, and Asian-Indian Americans.

Mission and Functions of the U.S. Department of Commerce

Office of the Secretary

The Office of the Secretary is the hub of the Department, advising the President on policies and programs affecting industry and commerce, and providing essential services to keep the Department operating smoothly. The Office of the Secretary includes the top managers of the Department's bureaus and agencies, and several organizations—the Offices of Public Affairs, Business Liaison, Consumer Affairs, Congressional and Intergovernmental Affairs, General Counsel, and Inspector General.

Office of Business Liaison

The Office of Business Liaison (OBL) is a valuable resource for businesses, keeping you informed on Department and Administration resources, policies, programs, and advising Government officials of the interests and needs of the business world.

OBL's Business Assistance Program is custom tailored to business needs. Just a phone call away, The Business Assistance Program can guide you through the Federal maze to the correct source for the information or assistance you need. They can answer questions concerning Government policies, programs, and services, and provide information on published materials dealing with a variety of business topics.

Need help? Call The Business Assistance Program at (202) 377-3176, or write:

The Business Assistance Program
Office of Business Liaison, Rm. H5898C
U.S. Department of Commerce
Washington, DC 20230

Office of Small and Disadvantaged Business Utilization

The Office of Small and Disadvantaged Business Utilization (OSDBU) helps small and disadvantaged businesses to obtain a fair share of the Government procurement pie. If your business qualifies, please send us a statement of your firm's capabilities. We will provide several copies for our program officers. They will use the statements to develop source lists for their future purchases, which could mean increased sales for you.

Your capability statement can be brief—two to five pages is fine—but it should contain:

- A statement of your firm's strategy, philosophy, or purpose;
A list of past and present clients and references;
- A summary of your firm's marketing experience.

It's also useful to include:

- A list of your firm's principals and their resumes;
- A description of your firm's specialty areas;
- Commerce Department activities that especially interest you.

Mail your capability statement to:

Office of Small and Disadvantaged Business Utilization
Rm. H6411
U.S. Department of Commerce
Washington, DC 20230
Questions? Call (202) 377-5614.

Bureau of the Census

The world's largest statistical organization, the Bureau of the Census keeps count of America by tabulating data on important aspects of the U.S. population and economy. Its censuses of population, housing, manufacturing, agriculture, mineral industries, governments, construction industries, business, and transportation paint a detailed statistical picture of our Nation.

Bureau of Economic Analysis

BEA develops and maintains the Nation's economic accounts, a primary tool for economic analysis and decision making by governments, businesses, universities, and research organizations.

Bureau of Export Administration

The new BXA is the central U.S. agency responsible for coordinating and administering the Nation's national security, foreign policy, and short supply export controls. BXA administers the Export Administration Act by developing export control policy, processing export license applications, and enforcing U.S. export control laws. U.S. laws prevent the unauthorized transfer of high technology that would harm America's national security by

contributing significantly to military capabilities of our adversaries. BXA operates 8 field offices and a western regional office located in the nation's high technology production centers.

Economic Development Administration

EDA helps America help itself by providing loans, grants, and technical assistance to aid depressed areas in combating unemployment and low family income.

International Trade Administration

ITA promotes exports of American products, and helps American businesses to increase their international sales. ITA helps formulate foreign policy, and monitors international agreements. ITA's U.S. and Foreign Commercial Service operates in 47 U.S. cities and 68 countries to serve U.S. businesses worldwide.

Minority Business Development Agency

MBDA offers technical and management assistance to boost participation of minority-owned businesses in the American success story. Their six offices in major U.S. cities serve minority firms from coast to coast.

National Bureau of Standards

NBS, one of the Nation's largest physical science, engineering, and computer laboratories, sets the measurement standards necessary to produce and sell U.S. products and services at home and overseas. NBS standards and measurement services provide the basis of quality control within industry.

National Oceanic and Atmospheric Administration

On land, in the skies, and at sea, NOAA is the Department's largest operating unit, and a vital protector of lives, public safety, property, and endangered species. It's the home of the National Marine Fisheries Service, National Weather Service, National Ocean Service, National Environmental Satellite, Data and Information Service, Office of Oceanic and Atmospheric Research, and the uniformed NOAA Corps.

National Technical Information Service

NTIS is the central source for public sale of U.S. Government-sponsored research, development, and engineering reports, and other analyses by national and local governments, their contractors, or grantees. NTIS stocks over one million titles, including over 300,000 foreign technical reports, and ships about 23,500 information products daily. NTIS also manages the Federal Software Exchange Center.

National Telecommunications and Information Administration

NTIA is the President's main advisor on U.S. communications policy and deregulation of the Nation's telecommunications industry. NTIA offers technical assistance to minorities in telecommunications, works to minimize unnecessary U.S. and foreign government interference in international telecommunications markets, and studies telephone systems and radio signal transmission in its internationally recognized telecommunications laboratory.

Patent and Trademark Office

PTO safeguards U.S. inventions, products and corporate identifications by issuing patents and trademarks, publishing patent and trademark information, maintaining public search files of domestic and foreign patents and trademarks, and providing copies of patents and trademarks to the public.

United States Travel and Tourism Administration

USTTA is a small agency with a major mission—encouraging travelers from other countries to visit the United States. Incoming travelers provide profits for U.S. businesses and help boost the U.S. gross national product. USTTA's published statistics on tourist arrivals and departures provide essential research and marketing tools to governments and the U.S. travel industry.

What We Buy

Here are some of the products and services we regularly buy. This list is only partial, but will give you an idea of the broad range of goods and services we need. If your goods and services don't appear, inquire—our needs change often.

PRODUCTS

Aerological equipment and supplies
Chemicals and chemistry apparatus
Communications equipment, components, and supplies
Digital recorders
Electrical equipment, components, and supplies
Envelopes
General purpose and scientific computer systems
Laboratory instruments and supplies
Machine tools
Map and chart materials
Marine products
Meteorological instruments
Navigation instruments
Oceanographic equipment
Patent and trademark coupons
Seismological equipment
Test instrumentation—electrical, electronic, and scientific
Vacuum pumps, accessories, and supplies
Video and audio equipment
Weather observation equipment
Word processors

SERVICES

Accounting machine maintenance
Architecture and engineering
Auditing
Consulting
Data processing
Economic development feasibility studies
Exhibits—design and fabrication
Graphics and visual arts
Guard and security
Health care
Janitorial
Laboratory
Landscaping
Language translation
Library
Mailing
Messenger
Microfiche
News monitoring
Photography
Program evaluation
Trade and travel promotion
Research and development
Subscriptions
Trade and market studies
Training
Transportation
Travel surveys
Warehousing

U.S. Department of Commerce Procurement Offices

HEADQUARTERS PROCUREMENT

(for all Washington, DC, area agencies not listed separately below)

Office of the Deputy Director for Procurement
Procurement Division
Rm. H6424
Washington, DC 20230
(202) 377-2773

Office of Procurement Operations (OPO)
Procurement Division
Rm. H6516
Washington, DC 20230
(202) 377-4185

Office of Major Systems Procurement
Procurement Division
Rm. H6424
Washington, DC 20230
(202) 377-2773

Office of Procurement Management
Procurement Division
Rm. H6424
Washington, DC 20230
(202) 377-5750

AGENCY AND FIELD PROCUREMENT

National Oceanic and Atmospheric Administration (NOAA)

**National Capital Administrative Support Center
(NCASC)**
11420 Rockville Pike
NBOC #1, Rm. 205
Rockville, MD 20852
(301) 443-8584

Eastern Administrative Support Center (EASC)
Procurement Division, EC3
253 Monticello Ave., Rm. 301
Norfolk, VA 23510
(804) 441-6893

Central Administrative Support Center (CASC)
Procurement Division, CC3
601 E. 12th St., Rm. 1758
Kansas City, MO 64106
(816) 326-7129

Mountain Administrative Support Center (MASC)
Procurement Division, MC3
325 Broadway, Rm. 5552
Boulder, CO 80303-3328
(303) 497-3515

Western Administrative Support Center (WASC)
Procurement Division, WC3
7600 Sand Point Way, N.E.
Seattle, WA 98115
(206) 526-6035

National Data Bouy Center (NDBC)
Contracts Office
NSTL, MS 39529
(601) 688-1705

National Technical Information Service (NTIS)*
Contracting Service Division
Forbes Building, Rm. 209
5285 Port Royal Rd.
Springfield, VA 22161
(703) 487-4720

Bureau of the Census
Procurement Office
Federal Office Building 3, Rm. 1551
Suitland, MD 20233
(301) 763-4550

Patent and Trademark Office (PTO)
Office of Procurement
Crystal Park #1, Suite 806
Washington, DC 20231
(703) 557-0014

National Bureau of Standards (NBS)
NBS Contracting Office
Building 301, Rm. B-132
Gaithersburg, MD 20899
(301) 975-6351

* Purchases over \$25,000 are handled by Headquarters Procurement.

How We Buy

Competition

Competition is the foundation of the Government procurement system, making the best use of your tax dollars by buying from firms offering the best quality for the lowest price. Whenever possible, competition is used for purchases of \$1,000 or more. For purchases under \$25,000, competition is informal, often by telephone. Formal written bids or proposals are required for larger purchases.

For Purchases up to \$25,000

Supplies or services costing less than \$25,000 are classified as small purchases in the Federal Government. Small purchases can be a lucrative marketing area for small businesses, providing a "foot in the door" to government programs and perhaps eventually an opportunity to bid on contracts over \$25,000. To market your capability to small purchase specialists, first obtain a listing of agency small purchase office chiefs from individual OSDBU offices (see pg. 2) at each federal purchasing office that you have identified as a potential customer. The small purchase chiefs will provide the name of the persons(s) who actually buy your goods or services.

Office furniture, equipment and supplies, data processing hardware and software, and many small items are frequently purchased by agencies from vendors listed on GSA schedules—a mandatory source of supply for the Government. See pg. 12 for additional information.

For Purchases of \$25,000 or More

If the equipment, supplies, or services needed are likely to cost \$25,000 or more, a formal competitive contract is required. When the Government needs something costing \$25,000 or more, a notice is placed in *Commerce Business Daily* inviting interested businesses to compete. Notices may also be sent to firms on the procurement office's list of prospective bidders.

BankCard Purchases

Many purchases of supplies under \$25,000, whether from General Services Administration

(GSA) Schedules or open market, are now made by BankCard. BankCard is the Government credit card which is used in the same way as a regular credit card. The BankCard program was started at the Department of Commerce and is now expanded to other agencies as a method of purchasing to replace purchase orders, and other Government forms or cash. Vendors who do not accept credit cards are urged to do so to take advantage of the steadily increasing volume of Government small purchases made by use of the BankCard.

The *Commerce Business Daily* notice will tell you what the Government proposes to buy, whether the procurement is reserved for small business ("set-aside"), and provide an issue date, a closing date, and an address for you to use to write for more information.

If you respond to a *Commerce Business Daily* solicitation, you will be sent a Request for Proposal (RFP) or an Invitation for Bid (IFB) package so you may formally bid for the particular contract.

There are two types of contracts:

Fixed-price contracts are used to purchase work or products that can be defined and described precisely, such as equipment or guard service for a particular area. Fixed-price contracts are advertised in *Commerce Business Daily*, and invitations for bids (IFBs) may be sent to firms on a procurement office's list of prospective bidders. All bids received are sealed and kept in a locked box until a specified time. Then they are publicly opened, read, and made available for public inspection. The contract is then awarded to the lowest responsible bidder meeting all conditions and specifications in the invitation.

Cost-type contracts, or negotiated procurements, are used to purchase studies, research, and similar projects where the work required can't be precisely defined and predicted. Cost-type contracts of over \$25,000 are advertised in *Commerce Business Daily*, and solicitations may also be mailed to firms on the procurement office's solicitation mailing list of prospective suppliers. If you respond to the *Commerce Business Daily* notice, you will receive a Request for Quotations

Unsolicited Proposals

(RFQ) package (for purchases between \$10,000 and \$25,000) or a Request for Proposals (RFP) package (for purchases of \$25,000 or more). You will receive information on where and when to submit your quotations or proposal, a technical description and quantity of the desired item or service, delivery and performance time requirements, and clauses that will be made part of the final contract.

Solicitation Mailing List Application

If you would like to be placed on the Department's active solicitation list and in our commodity index files, contact the following:

Office of Small and Disadvantaged Business Utilization
Rm. H6411
U.S. Department of Commerce
Washington, DC 20230
(202) 377-5614

We'll send you an application to complete and return, with a letter explaining how to fill out the form. Be sure to describe completely the supplies or services your firm has to offer, even if you don't find them listed in this booklet. We buy many more things and services than you'll find listed, and needs change frequently. It's a good idea to enclose catalogs, price lists, and any other information that you think might be helpful to our procurement people.

You don't have to wait for us to advertise our needs. If you have a new idea, product, or process that you think would be useful to us, let us know. Since new solutions to problems are being constantly developed, the Department encourages businesses to submit unsolicited proposals offering new ideas that might benefit the Government.

To submit an unsolicited proposal:

- Determine which Commerce operation or operations would be most likely to benefit from your product or service (see agency descriptions on pg. 2-3).
- Prepare a technical and business proposal, defining your unique concept and giving details on your firm's technical abilities to carry out your proposal. Provide specific information on projected costs and your previous experience as a Federal contractor.
- Mail your proposal to the Director of the Procurement Office serving each agency you want to review your proposal.

Your proposal will be acknowledged, and evaluated within 60 days of its arrival at the Procurement Office.

The Department prefers that you submit your proposal without restriction on the use of the technical data it contains. However, if you do not want certain data disclosed, indicate on your title page the specific information not to be divulged.

It's important to remember that:

- A positive evaluation by the Department of your unsolicited proposal does not necessarily mean that Commerce will negotiate a non-competitive procurement with you. If the services or products you offer are available elsewhere, we are still obligated to obtain competition.
- You may not restrict disclosure of data in your proposal if that information is obtainable from another source without restriction.
- The Department will not use information in your unsolicited proposal as the basis for a solicitation or negotiation with another firm without your consent.

Special Procurement Programs

The Federal Government is committed to helping small, minority, women-owned, and labor surplus area businesses to a fair share of the Government market. All Government procurement requests are screened to determine if needed goods or services can be provided efficiently and economically by these types of firms.

Women-Owned Businesses

On June 22, 1983, President Reagan signed Executive Order 12426, which created the President's Advisory Committee on Women Business Ownership to focus the Federal Government's continuing interest in aiding women-owned businesses.

The Department of Commerce, through the Office of Small and Disadvantaged Business Utilization, identifies women-owned businesses and their capabilities, provides this information to its procurement officers, and encourages them to buy from qualified women-owned firms.

Small Business "Set-Asides"

Government purchases of certain classes of goods and services are "set-aside" exclusively for competition by small businesses. Other procurements are individually set aside when adequate competition and economical and efficient supply can be expected from small businesses.

Small Business Innovation Research Programs

In October 1982 Congress passed Public Law 97-219, the Small Business Innovation Development Act, to increase small business participation in Federal research and development.

The Department of Commerce responded by establishing the Small Business Innovation Research (SBIR) program, and annually issues an SBIR solicitation to small businesses describing the Department's research and development needs and inviting them to submit proposals.

To be placed on our mailing list for SBIR solicitations, write:

Office of Small and Disadvantaged Business Utilization
Rm. H6411
U.S. Department of Commerce
Washington, DC 20230
(202) 377-5614.

Small Business Administration 8(a) Program

Under Section 8(a) of the Small Business Act (Title 15 of the U.S. Code, 637(a)), the Federal Government helps socially or economically disadvantaged small businesses to obtain Government contracts. The "8(a) contracts" are awarded to the Small Business Administration, which then subcontracts to the approved firms. These 8(a) contracts can extend for several years to allow firms to become commercially competitive.

For more information on the 8(a) program, contact your nearest Small Business Administration Regional Office (see pg. 16).

Labor Surplus Area Concerns

Businesses in areas designated by the Department of Labor as "Labor Surplus Areas" are given preference in contract awards when costs are equal and the procurement meets the requesting agency's needs. Labor Surplus Areas are identified in the Department of Labor's monthly publication, *Area Trends in Employment and Unemployment*, available for \$25.00 per year, \$3.00 single copy, from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, Stock Number 729-001-00000-7.

The Superintendent of Documents can be reached by telephone on: (202) 783-3238.

Subcontracts for Small and Disadvantaged Businesses

Federal agencies are required by Public Law 95-507 to ensure that prime contractors for con-

International Trade Administration District Offices

tracts of \$500,000 or more (\$1 million for construction) submit subcontracting plans with percentage goals for small and disadvantaged business subcontracting, and details on how the goals will be met.

Minority-Owned Businesses

Federal agencies, in addition to soliciting bids from known small firms, also refer to the Small Business Administration procurement requirements which the agencies believe can be competently filled by minority-owned businesses. If your firm qualifies, contact your nearest Small Business Administration office (see pg. 16) to let them know of your interest and describe the capabilities of your business.

The International Trade Administration serves businesses through the District Offices of its U.S. and Foreign Commercial Service. Although services are mainly export oriented, trade specialists in your District Office are experts on the business conditions in your geographic region, and can advise you and direct you to sources of additional information and assistance.

Each District Office maintains a business reference library open to the public. Your trade specialist can provide you with a guide to this collection, *Selected Publications to Aid Business and Industry*.

You can meet potential buyers by attending a Federal Procurement Conference co-produced by the U.S. and Foreign Commercial Service and the Department of Defense. These conferences, sponsored by members of Congress, unite buyers and sellers under one roof so they may become acquainted. Contact your trade specialist to learn of conferences planned for your area.

(See Directory on pages 10 and 11.)

U.S. DEPARTMENT OF COMMERCE

International Trade Administration • U.S. and Foreign Commercial Service

DISTRICT OFFICE DIRECTORY

September 1987

Alexander H. Good Director General

U.S. and Foreign Commercial Service
Room 3802, HCH Building
14th & Constitution Avenue, N.W.
Washington, D.C. 20230
Area Code 202 Tel 377-5777
FTS 377-5777

ALABAMA

***Birmingham**—Gayle C. Shelton, Jr., Director, Rm. 302 2015 2nd Avenue, North 3rd Floor, Berry Bldg. 35203, Area Code 205 Tel 731-1331, FTS 229-1331

ALASKA

Anchorage—Richard Lenahan, Director, 701 C Street, P.O. Box 32, 99513, Area Code 907 Tel 271-5041, FTS 8 907 271-5041

ARIZONA

Phoenix—Donald W. Fry, Director, Federal Bldg. & U.S. Courthouse 230 North 1st Avenue, Rm. 3412, 85025, Area Code 602 Tel 261-3285, FTS 261-3285

ARKANSAS

Little Rock—Lon J. Hardin, Director, Suite 811, Savers Federal Building, 320 W. Capitol Avenue, 72201, Area Code 501 Tel 378-5794, FTS 740-5794

CALIFORNIA

Los Angeles—Daniel J. Young, Director, Room 800, 11777 San Vicente Boulevard 90049, Area Code 213 Tel 209-6705, FTS 793-6705

*** Santa Ana**—116-A W. 4th Street, Suite #1 92701, Area Code 714 Tel. 836-2461, FTS 799-2461

San Diego—Richard Powell, Director, 6363 Greenwich Drive 92122, Area Code 619 Tel 557-5395, FTS 895-5395

*** San Francisco**—Betty D. Neuhart, Director, Federal Building, Box 36013, 450 Golden Gate Avenue 94102, Area Code 415 Tel 556-5860, FTS 556-5868

COLORADO

*** Denver**—Jim Manis Room 119, U.S. Customhouse, 721-19th Street, 80202, Area Code 303 Tel 844-3246, FTS 564-3246

CONNECTICUT

*** Hartford**—Eric B. Outwater, Director, Room 610-B, Federal Office Building, 450 Main Street 06103, Area Code 203 Tel 240-3530, FTS 244-3530

DELAWARE

Serviced by Philadelphia District Office

DISTRICT OF COLUMBIA

*** Washington, D.C. (Baltimore, Md. District)**—Rm. 1066 HCHB, Department of Commerce, 14th & Constitution Avenue, N.W. 20230 Area Code 202 Tel 377-3181, FTS 377-3181

George B.E. Hambleton Deputy Assistant Secretary

U.S. and Foreign Commercial Service
Room 3804, HCH Building
14th & Constitution Avenue, N.W.
Washington, D.C. 20230
Area Code 202 Tel 377-0725
FTS 377-0725

FLORIDA

Miami—Ivan A. Cosimi, Director, Suite 224, Federal Building, 51 S.W. First Avenue 33130, Area Code 305 Tel 536-5267, FTS 350-5267

*** Clearwater**—128 North Osceola Avenue 33515, Area Code 813 Tel 461-0011, FTS 826-3738

*** Jacksonville**—3100 University Blvd. South, 32216, Area Code 904 Tel 791-2796, FTS 946-2796

*** Orlando**—75 East Ivanhoe Boulevard 32802, Area Code 305 Tel 425-1234, FTS 820-6235

*** Tallahassee**—Collins Bldg., Rm. 401, 107 W. Gaines Street, 32304, Area Code 904 Tel 488-6469, FTS 965-7194

GEORGIA

Atlanta—George T. Norton, Director, Suite 504, 1365 Peachtree Street, N.E. 30309, Area Code 404 Tel 347-7000, FTS 257-4872

Savannah—James W. McIntire, Director, 120 Barnard Street, Federal Building, 31402, Area Code 912 Tel 944-4204, FTS 248-4204

HAWAII

Honolulu—George Dolan, Director, 4106 Federal Building, P.O. Box 50026, 300 Ala Moana Boulevard 96850, Area Code 808 Tel 541-1782, FTS 8 808-551-1785

IDAHO

*** Boise**—(Denver, Colorado District) Statehouse, Room 113, 83720, Area Code 208 Tel 334-2470 FTS 554-9254

ILLINOIS

Chicago—(Vacant) Director 1406 Mid Continental Plaza Building, 55 East Monroe Street 60603, Area Code 312 Tel 353-4450, FTS 353-4450

*** Palatine**—W.R. Harper College, Algonquin & Roselle Rd., 60067, Area Code 312 Tel 397-3000, x-532

*** Rockford**—515 North Court Street, P.O. Box 1747, 61110-0247, Area Code 815 Tel 987-8123 FTS 363-4347

INDIANA

Indianapolis—Mel R. Sherar, Director, 357 U.S. Courthouse & Federal Office Building, 46 East Ohio Street 46204, Area Code 317 Tel 269-6214, FTS 331-6214

T. Fleetwood Mefford Deputy Assistant Secretary for Domestic Operations

Room 3810, HCH Building
14th & Constitution Avenue, N.W.
Washington, D.C. 20230
Area Code 202 Tel 377-4767
FTS 377-4767

IOWA

Des Moines—Jesse N. Durden, Director, 817 Federal Building, 210 Walnut Street 50309, Area Code 515 Tel 284-4222, FTS 862-4222

KANSAS

*** Wichita (Kansas City, Missouri District)**—River Park Place, Suite 565, 727 North Waco, 67203, Area Code 316 Tel 269-6160, FTS 752-6160

KENTUCKY

Louisville—Donald R. Henderson, Director, Room 636B, Gene Snyder Courthouse and Customhouse Building, 601 West Broadway 40202, Area Code 502 Tel 582-5066, FTS 352-5066

LOUISIANA

New Orleans—Paul L. Guidry, Director, 432 World Trade Center, No. 2 Canal Street 70130, Area Code 504 Tel 589-6546, FTS 682-6546

MAINE

*** Augusta (Boston, Massachusetts District)**—77 Sewell Street 04330, Area Code 207 Tel 622-8249, FTS 833-6249

MARYLAND

Baltimore—LoRee P. Silloway, Director, 415 U.S. Customhouse, Gay and Lombard Streets 21202, Area Code 301 Tel 962-3560, FTS 922-3560

MASSACHUSETTS

Boston—Francis J. O'Connor, Director, World Trade Center, Suite 307 Commonwealth Pier Area, 02210 Code 617 Tel 565-8563, FTS 835-8563

MICHIGAN

Detroit—William Dahlin, Director, 1140 McNamara Bldg. 477 Michigan Avenue, 48226, Area Code 313 Tel 226-3650, FTS 226-3650

*** Grand Rapids**—300 Monroe N.W., Rm. 409 49503 Area Code 616 Tel 456-2411 FTS 372-2411

MINNESOTA

Minneapolis—Ronald E. Kramer, Director, 108 Fed. Bldg. 110 S. 4th Street, 55401, Area Code 612 Tel 348-1638, FTS 777-1638

MISSISSIPPI

Jackson—Mark E. Spinney, Director, 328 Jackson Mall Office Center, 300 Woodrow Wilson Boulevard 39213, Area Code 601 Tel 965-4388, FTS 490-4388

MISSOURI

* **St. Louis**—Donald R. Loso, Director, 7911 Forsyth Boulevard, Suite 610 63105, Area Code 314 Tel 425-3302-4, FTS 279-3302

Kansas City—John Kupfer, Acting Director, Room 635, 601 East 12th Street, 64106, Area Code 816 Tel 426-3141, FTS 867-3141

MONTANA

Serviced by Denver District Office

NEBRASKA

Omaha—George H. Payne, Director, 1113 "O" Street, 68137, Area Code 402 Tel 221-3664, FTS 864-3664

NEVADA

Reno—Joseph J. Jeremy, Director, 1755 E. Plumb Lane, #152, 89502, Area Code 702 Tel 784-5203, FTS 470-5203

NEW HAMPSHIRE

Serviced by Boston District Office

NEW JERSEY

* **Trenton**—Thomas J. Murray, Director, 3131 Princeton Pike Bldg. 6, Suite 100 08648 Area Code 609 Tel 989-2100, FTS 483-2108

NEW MEXICO

Albuquerque—(Vacant) 517 Gold, S.W., Suite 4303, 87102, Area Code 505 Tel 766-2386, FTS 474-2386

NEW YORK

Buffalo—Robert F. Magee, Director, 1312 Federal Building, 111 West Huron Street 14202, Area Code 716 Tel 846-4191, FTS 437-4191

* **Rochester**—121 East Avenue, 14604, Area code 716 Tel 263-6480, FTS 963-6480

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If the products or services you sell are on a GSA Schedule, your firm must also be listed before you can sell to the Government. If you are new to the Government market, contact the GSA Business Service Center nearest you, to see if they have Schedule contracts for the goods or services you offer. If they do, you can ask GSA to negotiate a Schedule contract with you. The Schedule contract will set the unit prices and terms and conditions under which you can sell to any agency of the Government. Your Government customers can then issue a simple purchase order to buy what you sell.

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General Services Administration Business Service Centers

Just getting started or need additional help with the Federal procurement process? Call, write, or visit your nearest General Services Administration Business Service Center. Their knowledgeable counselors can give you details on Federal purchasing and contracting opportunities, copies of bid abstracts, solicitation mailing list applications, and publications on how to do business with the Federal Government. If your business qualifies, be sure to ask about small business "set-aside" contracts, and the small and disadvantaged business subcontracting program. Special efforts are being made to identify these businesses as potential Government suppliers and subcontractors.

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2	Warren E. Gardner Ph. 212/264-1234	Business Service Center General Services Administration Jacob K. Javits Building 26 Federal Plaza New York, NY 10278	New Jersey, New York, Puerto Rico, and Virgin Islands
3	Joseph McColgan (Acting) Ph. 215/597-9613	Business Service Center General Services Administration 9th & Market Streets Room 1300 Philadelphia, PA 19107	Pennsylvania, Delaware, West Virginia, Maryland, and Virginia

BUSINESS SERVICE CENTER DIRECTORY—Continued

Region	Director	Mailing Address	Areas Served
4	Larry Fountain Ph. 404/331-5103 331-3032 242-5103 242-3032	Business Service Center General Services Administration Richard B. Russell Federal Building and U.S. Courthouse 75 Spring Street, S.W. Atlanta, GA 30303	Alabama, Florida, Kentucky, Georgia, Mississippi, North Carolina, South Carolina, and Tennessee
5	James C. Czysz Ph. 312/353-5383	Business Service Center General Service Administration 230 South Dearborn Street Chicago, IL 60604	Illinois, Indiana, Ohio, Michigan, Minnesota, and Wisconsin
6	Patricia I. Brown- Dixon Ph. 816/926-7203	Business Service Center General Service Administration 1500 East Bannister Road Kansas City, MO 64131	Iowa, Kansas, Missouri, and Nebraska
7	Dennis C. Armon Ph. 817/334-3284	Business Service Center General Services Administration 819 Taylor Street Fort Worth, TX 76102	Arkansas, Louisiana, Texas, New Mexico, and Oklahoma
8	Darlene Kendrick Ph. 303/236-7408 FTS: 236-7409 776-7408 776-7409	Business Service Center-87B General Services Administration B41 Room 141 Denver Federal Center Denver, CO 80225	Colorado, North Dakota, South Dakota, Utah, Montana, and Wyoming
9	Gerald D. Meckler Ph. 415/974-0523 FTS: 454-0523	Business Service Center General Services Administration 525 Market Street San Francisco, CA 94105	Northern California, Hawaii, and all of Nevada, except Clark County
9	Carol Honore Ph. 213/894-3210 FTS: 798-3210	Business Service Center General Services Administration 300 N. Los Angeles St., Rm. 3259 Los Angeles, CA 90012-2000	Los Angeles, Southern California, Arizona, and Clark County, Nevada
9SB-10	Willetta F. Brown Ph. 206/931-7956 FTS: 396-7956	Business Service Center General Services Administration 15th & C Street, SW, Rm. 2413 Auburn, WA 98001	Alaska, Idaho, Oregon, and Washington
NCR	Dale J. Bruce Ph. 202/472-1804 Diane Ross (Mgr.)	Business Service Center General Services Administration 7th & D Streets, SW, Rm. 1050 Washington, DC 20407	*District of Columbia, nearby Maryland and Virginia

* Consists of District of Columbia, the counties of Montgomery and Prince George's in Maryland; and the city of Alexandria and the counties of Arlington, Fairfax, Loudon, and Prince William of Virginia.

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International Trade Administration
U. S. Department of Commerce
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FTS-264-1365
Allen Adrezin, Special Agent
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Office of Export Enforcement
International Trade Administration
U.S. Department of Commerce
Suite 201
2501 W. Burbank Boulevard
BURBANK, CA 91505
(818) 904-6019
FTS-983-6019
Wayne Collier, Special Agent
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International Trade Administration
U.S. Department of Commerce
Room 2008
5285 Port Royal Road
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FTS-737-4950
Robert Rice, Special Agent
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New Boston Federal Building
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FTS-835-6030
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International Trade Administration
U.S. Department of Commerce
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MIAMI, FL 33166
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Other publications of interest:

- The Small Business Administration's U.S. Government Purchasing and Sales Directory, may be obtained free of charge from SBAs, Office of Prime Contracts, 1441 L St., N.W., Rm. 630, Washington, D.C., 20416, (202) 653-6485.
- SBA, Procurement Assistance from the Small Business Administrations Regional Offices, (see pg. 16) or the Small Business Administration, 1441 L St., N.W., Washington DC 20416, (202) 653-6938.
- Doing Business with the Federal Government, free from General Services Administration Business Service Centers (see pg. 12), Small Business Administration Field Offices, or General Services Administration, Rm. 1050, 7th and D Sts., S.W., Washington, DC 20407, (202) 472-1804.
- Directory of Federal and State Business Assistance, 1986—1987. For sale by the National Technical Information Service, U.S. Department of Commerce, 5235 Port Royal Rd., Springfield, Va. 22161; phone (703) 487-4600. Price: \$19.00, plus \$3.00 for shipping and handling. NTIS order number: PB86-100344.

Procurement Automated Source System

If your firm qualifies as a small business, it's a good idea to apply to the Small Business Administration's Procurement Automated Source System (PASS) program. A computerized matching system, PASS puts Government procurement sources and major corporations in touch with small businesses capable of filling their contract and subcontract requirements.

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The PASS system can be searched for firms by geographic location, type of ownership, labor surplus area, and other data elements. PASS can expand your network of contacts by putting your firm's data on-line in Small Business Administration's Regional Offices nationwide.

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